COLLECTION DEVELOPMENT POLICY STATEMENT

JOHN B. CADE LIBRARY

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INTRODUCTION

The purpose of the John B. Cade Library’s Collection Development Policy is to present the basic criteria for selection of materials in the Library’s collection. Its intent is to define current procedures to assist the librarians involved in selection procedures and to provide library users and the general public with an understanding of the Library’s collection.

The policy sets guidelines to maintain consistency in daily decision making, selection of materials for the collection, and use of alternative access to information. It also provides accountability to the University’s administration through the inclusion of the mission statement set forth in the University catalog.

STATEMENT OF PURPOSE

It is the intention of this policy to guide selectors, recommending entities, librarians and other participants in developing a comprehensive collection of library resources necessary for the total education of students enrolled at Southern University. It also serves to provide guidelines for selecting library resources to support the teaching and research efforts of the faculty, staff and administrators.

AUTHORITY STATEMENT

The Dean of Libraries, as the chief administrator of the John B. Cade Library, has the responsibility for the overall administration and management of libraries and information resources. Authority for material selection has been assigned to individual subject bibliographers and the Collection Development Committee, in accordance with the provision of the policy.

MISSION STATEMENT

The mission of the John B. Cade Library is to serve the informational needs of the students, faculty, staff, and administration of Southern University and the surrounding community. Its goals are to specifically provide, maintain and administer library resource materials to meet the curriculum needs of the university, as well as the educational, cultural and recreational needs of those served.

The mission of the John B. Cade Library is supported through an array of specific objectives:

1. To promote instructional materials in all formats including video, electronic, microform, and other non-print resources;
2. To provide a collection of library resources that will stimulate an interest in all aspects of learning;
3. To provide training so that faculty, students, and the community will be knowledgeable of the technology used in the library.

DESCRIPTION OF THE INSTITUTION AND THE CLIENTELE

The John B. Cade Library is located at the center of the Southern University Baton Rouge campus, comprised of 510 acres of land with an additional 372-acre experimental station located five miles north of the campus. Baton Rouge, a rapidly growing municipality, and the state capitol, has a population of more than 500,000. The university community, bordered by major chemical and petroleum industries, productive farm land, and the commerce of the Mississippi River, serves as an important cultural, political, educational, and is the industrial center for south Louisiana.

The university maintains a multicultural faculty through aggressive recruitment and multifaceted international programs. As a result of various curricular and scholarly activities, the faculty has a positive impact on numerous institutions in the region and state. In addition to the traditional outreach activities, members of the faculty serve as advisors to state agencies, private businesses, research institutes, arts councils, and various entities in the federal government. These activities complement and enhance both teaching and research initiatives, providing additional mechanism for Southern University to have an impact on the community it serves. In addition, the university renders service to the community as it relates to urban and rural issues.

GENERAL OVERVIEW OF THE COLLECTION

The Library’s collections currently hold over 1.5 million physical volumes and 60,000 electronic books. In addition to the curricula-related General Collection, the John B. Cade Library maintains several distinct collections: Architecture, Archives, Camille Shade African American Collection, Government Documents, Music Listening, Reference, and a Video Collection (VHS & DVD). Although the Architecture collection is separately housed on campus, its materials are available for all Library patrons. Historically, library materials have been collected in all formats: print and electronic monographs and serials, print and electronic maps and music scores; microforms, audio-visual (vinyl, cassette, CD, VHS, DVD,) computer disks, graphics (photographs, posters,) works of fine art, and art reproductions.

The Library’s current preference is to collect in electronic formats as opposed to print. Ease of use, pricing, and ready availability for multiple users are the main reasons for selecting e-formats over print. E-resources require no shelf space, and duplicate print materials are discarded, creating space on the shelves. Access fees, rights to perpetual access, and the
pricing differential between print and electronic formats must all be factored into the format
decision for a given resource.

Materials are collected in all curriculum subject areas. The existing strengths of the
collection are in the Sciences, Humanities, and Social Sciences. The current level of collection
activity is concentrated in Agriculture, Architecture, Arts, Business, Education, Engineering,
Family and Consumer Sciences, Health and related disciplines, Languages and Communications,

SELECTION PROCEDURE

A. Responsibility

Selection of materials is the responsibility of the liaison librarians, with input from the teaching
faculty. The Dean of Libraries is responsible for the overall management and administration of
the Library, and thereby has the final approval of any materials selected for the collection.

B. Criteria

Materials for the John B. Cade Library are selected to meet the teaching, learning and research
needs of the university community. Materials are selected in all formats through various
means. Standard review sources and bibliographical library resources are used to select
appropriate materials. Instructors’ reading lists, included in their syllabi, and other resources
are also used to select materials for the collection.

Guidelines for acquiring library resources for the library:

1. Usefulness of the publication, considering the existing collection
2. Strengths and weaknesses of the existing collection related to the current needs of
   the university;
3. Favorable review of inclusion in basic selection guides;
4. Reputation of the author;
5. Currency of the topic;
6. Date of the publication;
7. Price of the publication;
8. Language of the publication.

COOPERATIVE ARRANGEMENTS AND RESPONSIBILITIES

Cooperative arrangements with other libraries serve as an adjunct to, not a substitute
for, collection development, and are essential as a means of greatly expanding the range of
materials available to users. When in-house resources are exhausted, requests are made to
outside libraries.
The library maintains a reciprocal agreement with the LALINC (Louisiana Library Information Network Consortium) libraries. This agreement allows faculty, staff, and students from each institution access to the library resources of the LALINC libraries. This agreement carries check-out privileges for faculty, staff, and graduate students of each institution.

The library’s interlibrary loan and document delivery services supplement the existing collection. The library’s loan service focuses on the needs of the faculty and graduate students.

GIFFTS POLICY

Gifts and donations can be valuable assets to the library’s collection. Liaison librarians make decisions on the acceptance of gifts and donations to the library. Once accepted, gifts are processed in the same manner as purchased materials. Valuation of gifts donated to the library is the privilege and responsibility of the donor. In that the library does not appraise gifts for income tax purposes, the donor is encouraged to consider having their gifts appraised before donating them to the library. A letter of acknowledgement is sent to each donor from the office of the Dean of Libraries.

GENERAL WEEDING POLICY

The library faculty liaisons weed the collection periodically, when material is no longer viable to the mission of the university or the library. Weeding or deselection includes the removal of materials no longer appropriate for the collection. Examples of material to be weeded include:

1. Outdated/not used bibliographies, general encyclopedias, yearbooks, almanacs, etc. (generally 5 or more years old);
2. Superseded titles, editions or outdated material;
3. Duplicate titles, depending on the use and condition of the title;
4. Material that is worn and/or mutilated.

EVALUATION OF THE COLLECTION

The continual review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

Librarians will evaluate portions of the collection on a regular basis, using a combination of standard qualitative and quantitative methods to identify best practices in providing library services and seek to understand changes in user behavior.
STATEMENT OF INTELLECTUAL FREEDOM AND CENSORSHIP PROCESS

Academic freedom in the John B. Cade Library involves selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of nonstandard English and dialects, and violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. These materials are acquired to support the curriculum and to represent all sides of controversial issues. The selection process used by the John B. Cade Library must remain broad and flexible to provide a collection that supports the broad range of academic programs at the university and the diverse backgrounds of its faculty and students. Procedures for handling complaints include allowing patrons to complete a form requesting the material be reconsidered and review by a committee and the Dean of Libraries. The library complies with the American Library Association (ALA) Library Bill of Rights and its accompanying statements of interpretation.

RECONSIDERATION PROCEDURES

Materials will not be removed at the request of those who disagree with its content unless it can be proven that the inclusion of the item in the collection is in violation of the Collection Development Policy.

When a library patron complains about an item in the collection, the librarian or support staff should establish the specific nature of the complaint. Discretion should be used when explaining the selection policy and the process of material selection followed by the library. If the library patron wants to have the material formally reconsidered with respect to its place and purpose in the collection, the librarian or support staff member should:

1. Provide a copy of the material selection policy.
2. Provide a Reconsideration of Library Materials Form. This form is available at the Reference Desk.
3. Explain that the purpose of the form is to ensure that the librarian, or support staff member understand precisely the nature of the request.
4. Submit the completed Reconsideration of Library Materials Form to the Reference Librarian.
5. The Reference Librarian will submit the completed form to the Collection Development Committee for evaluation of the material, considering the patron’s request, using published reviews and other criteria set by the committee.
6. The material will also be evaluated by the Library Subject Liaison and Acquisitions Librarian. A recommendation will be sent to the Collection Development Committee.
7. The Committee will review all documents and send their recommendations to the Dean.
RECONSIDERATION OF MATERIALS FORM

Dear Library Patron:

Please complete the form below. The form will be forwarded to the Collection Development Committee for the reevaluation of the material in question. You will be notified after the committee and the Dean of Libraries have reached their decision.

We appreciate your concern.

Author: ________________________________________________________________

Title: __________________________________________________________________

Hardcover_____ Paperback_____ Video_____ Cassette_____ Recording__________

CD______ DVD ______ Magazine/Journal______ Microfilm_____ Microfiche_______

Did you read, view, or listen to the entire work?  Yes______ No______

What is your objection to the material? Be specific. Cite pages/sections.
_____________________________________________________________________
_____________________________________________________________________

What would you like the library to do about this material?

_____ Do not circulate the material.

_____ Remove from the collection.

_____ Return it to the library staff for reevaluation.

_____ Other (specify)._____________________________________________________

Name______________________________________Telephone___________________

Email______________________________________

Address/City/State/zip__________________________________________________

Date___________________________________________

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Overview

The John B. Cade Library, located in the 6th Congressional District, has been a partial Federal Government Depository since 1952 and a Louisiana state Depository since 1948. The collection consists of print, microform, and electronic formats of federal documents, in addition to collections of Louisiana government documents, agricultural experiment stations and United Nations publications.

The area is equipped with computers for accessing electronic databases, the online catalog, as well as microform reader-printers for the various forms of micro text, the ERIC collection on microfiche, an extensive microfiche college collection, and a comprehensive business collection on microfilm cartridges.

Philosophy

Since the John B. Cade Library is a selected depository, and does not receive all U. S. Government Printing Office (GPO) publications, effort is made by librarians to provide reference service and assist students, faculty, and the university community in support of their research needs.

Purpose

- To provide information and reference to the university community and to the citizens in the 6th Congressional District;
- To receive and process all U. S. Federal Government Documents which are distributed through the Federal Depository Library Services Program;
- To maintain records of all materials received by verifying shipping lists and maintaining a record of the pieces received;
- To acquire and maintain other documents which are appropriate for the needs of the user community.

Introduction

As a selective federal depository, the John B. Cade Library receives free federal public documents, selected from all items listed in the “Basic Collection.” This program is outlined in Title 44 of the U. S. Code and is administered by the GPO. The Library selects approximately 21% (over 1,920 titles) of available publications mainly in areas supporting the educational and research missions of the university, as well as the needs of the general public in the 6th Congressional District of the U. S. Congress.

The Middleton Library at Louisiana State University is designated as a Regional Depository Library that serves the southern portion of the state. This depository receives and
retains at least one copy of all publications made available from the Government Printing Office.

Our Government Documents Collection also includes selected publications from Louisiana State Government, Agricultural Experiment Stations from 24 universities, and the United Nations. These government documents are produced by various government agencies, and are major sources of current and historical information concerning virtually every public policy that might describe or govern our society. Although most publications are in book or pamphlet form, they are also published as maps, media, periodicals, posters, microfiche, CD-ROMS, and electronic databases on the Internet.

Mission Statement

Our primary mission is to provide free and easy access to government information for citizens in the 6th Congressional District, and to support the curriculum and research needs of the Southern University community.

Format

Publications are selected primarily in electronic format. The shift in emphasis from traditional paper format to new electronic format has been quickly adopted. The library has computers available to access online resources. Older documents are archived and are kept for five years in paper, on microfiche, and on CD-ROM.

Selection Tools Consulted for Developing the Collection

Depository Items:
- List of Classes of U. S. Government Publications Available for Selection by Depository Libraries
- GPO Announcements of New Items in the Administrative Notes
- Monthly Catalog of the U. S. Government Publication
- GPO Subject Bibliography

Non-Depository Items:
- Documents to the People
- GOVDOC-L
- Other Internet Resources
- University/Commercial Publishers Catalogs
- Local/National Newspapers/Television Programs

Resource Sharing

The Library participates in resource sharing by sending all lists of discarded documents to the Regional and other Depository Libraries by posting offers via BAYOUDOC listserv. Publications the Library does not own can be obtained through Interlibrary Loan from other depositories. LOUIS (Louisiana Online University Information System), the Louisiana network for
state academic libraries allows sharing of catalogs and encourages information exchange. National documents exchanged via the GOVDOC-L listserv are monitored and used as appropriate. The Louisiana Federal Depository council meets twice a year, and gives depository librarians the opportunity to exchange ideas, and engage in problem solving solutions.

**Government Documents Collection Evaluation**

Efforts are made to determine whether the collection is meeting the needs of our patrons. Periodic monitoring, usage statistics, patron feedback, collection review during Annual Item Selection updates, and comparing the Core Collection as defined in the *Federal Depository Library Manual* are also used to evaluate the government documents collection.

**Weeding and Maintenance of the Government Documents Collection**

As a selective depository, the library should weed materials in all formats every five years. This process allows critical review of the collection of unused and/or damaged materials. The coordinator, with the assistance of library staff, weeds the collection. The most important criteria for weeding materials are the currency and relevancy of the material in support of the university curriculum. Criteria used in weeding include physical condition, age, use, duplication, and replacement by another format. A list of weeded materials is emailed to the Regional Librarian, and subsequently posted via the BAYOUDOC listserv in accordance with written procedures, and then distributed to Louisiana depositories.

**Access**

The library has a collection of over 500,000 publications. We have a non-circulating collection but patrons are able to make copies of publications from all formats, free of charge, in addition to accessing the electronic documents remotely via the online catalog at the library’s website.

Holding information for the collection is maintained on a limited shelf list for CD-ROMs and selected serials on OPAC records. Less that 5% of depository materials housed in the John B. Cade Library are cataloged on SIRSI. MARCIVE data loads provide service on LOUIS (Louisiana Online University Information System).

The Library has access to government publications via the Federal Digital System (FDsys) online and CD-ROM. Other index titles included on the CD-ROM menu – Agricola and selected titles.